

**COMMITTEE MEETING SCHEDULES
&
ANNUAL BOARD MEETING AGENDA**

DATE: Committee Meetings – Wednesday, June 18, 2014
Annual Board Meeting – Thursday, June 19, 2014

TIME: June 18, 2014 8:30 a.m.
June 19, 2014 8:00 a.m.

LOCATION: Radisson Hotel
18188 International Blvd
SeaTac WA 98188

ATTENTION: Board and Committee meetings are open to the public except when business calls for a Closed Session. During Closed Session all guests will be excused. Start times are subject to change by the Board or Committee Chair.

All meetings include a working lunch. If you are a visitor to the meeting you may join Board and Staff members for lunch. The cost of lunch is \$18.00 each day. Please make your check out to DOL and submit to Cassandra Fewell.

BOARD MEMBERS

Stephen Shrope, PE, SE, Chair	(Spokane)
Scott Valentine, PLS, Vice-chair	(Spokane)
Neil A. Norman, PE	(Richland)
Mel Garland, PLS	(Buckley)
Dan Parker, PE	(Auburn)
Chun Lau, PE, SE	(Bellevue)
Nirmala Gnanapragasam, PhD, PE	(Seattle)

STAFF MEMBERS

George A Twiss, PLS, Executive Director	664-1565
Michael R Villnave, PE, Deputy Exec. Dir.	664-1578
Cassandra Fewell, Executive Assistant	664-1564
Terry Graving, Licensing Manager	664-1573
Shanan Gillespie, Management Analyst	664-1570
Jill Short, Acting Investigations Manager	664-1561
Elizabeth Lagerberg, AAG Advisor	
Susan Pierini, AAG Prosecutor	

BOARD & COMMITTEE MEETING SCHEDULES

Wednesday, June 18, 2014

OPEN SESSION

8:30 a.m.

Board Chair Stephen Shrope, PE, SE, will open the meeting and announce estimated time for *Closed Session*.

CLOSED SESSION

Executive Session

- Discussion with Kathleen Drew, Assistant Director, BPD

OPEN SESSION

RECESS

Reports of committee actions are given under the Annual Board Meeting agenda item #6 *Committee Reports*.

Practice Committee

Lopez Room

10:00 a.m. to 12:30 p.m.

Review of complaints, disciplinary actions, and policy interpretations on scope of practice.
Committee Chair, Mr. Lau, PE, SE; Members – Mr. Norman, PE; Mr. Garland, PLS
Board staff: Ms. Short, Ms. Fewell.
Report under #6.1

Discussion Topics

Closed Session

1. Complaints / Investigations

Open Session

2. Disciplinary Business.
 - Summary of Complaints / Investigation Actions
 - Case / Status Reports
 - Compliance Report
3. Policy and Rule Development
4. Response to Inquires
 - Email from Kirk Whitcombe on recording requirements.
 - Interpretive questions from Geologists and Landscape Architect Boards.

Exam/Qualifications Committee **Board Room 1** **10:00 a.m. to 12:30 p.m.**

Review of exam related subjects and application eligibility.

Committee Chair, Mr. Valentine, PLS, Members – Mr. Parker, PE; Ms. Gnanapragasam, PE.

Board staff: Ms. Graving, Ms. Gillespie

Report under #6.2

Discussion Topics

Closed Session

1. Applications involving special circumstances that require Board action.

Open Session

2. Defining criteria for evaluating engineering experience
3. Draft policy development: Initial license applicants with NCEES exams (US and Canada)
4. Status on transition to CBT for state LS exam.
5. Discussion on use of Board ledger
6. NCEES Statistics on FE and FS computer based testing activity.
7. Communications

Surveying Committee **Lopez Room** **1:15 p.m. to 2:30 p.m.**

Review and development of policy, rules and examinations on land surveying

Committee Chair, Mr. Garland, PLS – Members Mr. Valentine, PLS; Mr. Norman, PE

Board staff: Mr. Twiss, Ms. Fewell

Report under #6.3

Discussion Topics

1. Discuss testimony and comments received on pending rule adoptions.
2. Status report on scheduling workshop on “hydrographic surveys.”

Structural Committee **Board Room 1** **1:15 p.m. to 2:30 p.m.**

Review and development of policy, rules and examinations on structural engineering

Committee Chair, Mr. Parker, PE – Members Mr. Lau, PE, SE; Ms. Gnanapragasam, PE

Board staff: Mr. Twiss, Ms. Fewell

Report under #6.4

Discussion Topics

1. Overview of the SE comity applicants' structural experience.
2. Report on SE exam grading for the NCEES April SE exam.
3. EPA regulations on storage tanks.

Executive Committee **Lopez Room** **2:45 p.m. to 3:30 p.m.**

Review of administrative issues: budget, personnel and strategic initiatives.

Committee Chair, Stephen Shrope, PE, SE, Board Chair – Members: Scott Valentine, PLS

Guest Members: Neil Norman, PE; Mel Garland, PLS; Daniel Parker, PE; Chun Lau, PE, SE;

Nirmala Gnanapragasam, PE.

Board staff: G. Twiss, C. Fewell, T. Graving, J. Short, S. Gillespie

Report under #6.5

Discussion Topics

1. Budget, Fund Balance, Fees and other fiscal matters.
2. Summary of contracts with Ergometrics Inc.
3. Personnel issues.
 - Position reallocations and recruitments
4. Pending Board appointments

At the conclusion of all committee's business there will be a recess until the Board reconvenes the Annual Meeting at 8:00 a.m., Thursday, June 19, 2014.

RECESS

ANNUAL REGULAR BOARD MEETING
Thursday, June 19, 2014

OPEN SESSION

8:00 a.m.

Board Chair Stephen Shrope, PE, SE, will open the meeting and announce estimated time for *Closed Session*. Once *Closed Session* is complete the Board will take a ten-minute break before resuming open session.

CLOSED SESSION

Executive Session

- Confer with AAG; Legal Issues; Deliberations (if necessary)

Adjudicative Session

- Review of any proposed board orders
- Review on Informal Disciplinary Recommendations

OPEN SESSION

1. Call to Order

- 1.1 Order of Agenda
- 1.2 Approval of Consent Agenda Items
 - 4.3 *NCEES Correspondence/Press Releases*
 - 7.2 *Summary of Action Items*
 - 8.1 *Board Correspondence*
 - 9.1 *Board Outreach Activities*

- 1.3 Approval of Minutes, Special Board Meeting, April 17, 2014
- 1.4 Approval of Minutes, Annual Board Workshop, May 8 & 9, 2014

2. Rule Making, Rule Hearings, BAP Appeals, Public Presentations

2.1 Rule Making

2.1.1 Rule Hearings:

- WSR 14-06-104 (WAC 196-29-105) Practice of Land Surveying
(WAC 196-29-110) Land Surveying Practice Standards
- WSR 14-06-101 (WAC 196-29-205) Engineering Measurements

3. Disciplinary and Investigation Items

3.1 Considerations on Board Orders:

- 11-07-002, 11-08-0001, 12-01-0001, 12-01-0001– McIntire, OS
- 13-03-0007 –Emerson, PLS
- 12-07-0002 –Gunderson (Unlicensed)

3.2 Informal Disciplinary Recommendations

4. Executive Director's Report

4.1 Board Administrative Issues

4.1.1 Board Journal

4.1.2 Mobility of licensure with Canada

4.1.3 Recognition breakfast for Saturday August 23rd.

4.2 BPD / DOL Business

4.2.1 Customer Satisfaction Survey

<http://dol.wa.gov>, *Tell Us How We Are Doing* link at bottom left corner.

4.2.2 Document imaging project

4.2.3 Results DOL

4.3 *NCEES Correspondence/Press Releases (consent item)*

5. Assistant Attorney General's Report

5.1 Discussion on issues under consideration by the Board.

6. Committee Reports from June 18th meetings

6.1 Practice Committee

6.2 Exam / Qualifications Committee

6.3 Survey Committee

6.4 Structural Committee

6.5 Executive Committee

7. Old Business

7.1 Review on result of Board spring workshop

7.2 *Summary of Action Items from past meetings (consent item)*

8. New Business

8.1 *Board correspondence (consent item)*

8.2 Action Items from this meeting.

- Practice Committee
- Exam & Qualifications Committee
- Surveying Committee
- Structural Committee
- Executive Committee
- Board Meeting

8.2 Election of Board Officers 2014-2015

9. Other Business

9.1 *Board Outreach Activities (consent item)*

9.2 2014 NCEES Annual Meeting, Seattle

10. Next Committee and Special Board Meetings

10.1 Date: August 6 & 7, 2014

Location: Radisson Hotel
SeaTac, WA

10.2 Special agenda items

- Review of Actions for Annual Meeting

11. Adjournment